

Save Time & Money

By having the City of Salina [automatically bank draft](#) your utility payments.
It's fast, easy and it will save you time and money!

Q. What is a bank draft?

A. A bank draft is authorization that you give your bank to pay your city utility bill out of your checking or savings account. You give authorization one time, and from then on the bank pays your city utility bill automatically each month.

Q. How do I benefit from the automatic bank draft?

A. It saves worry, aggravation and money. You no longer have to worry about getting your check written, mailing your payment or driving downtown to pay the bill. The bill will always be paid on time, so you never have to worry about incurring late charges. You will save postage and fuel costs and you don't have to write as many checks. You never have to get out in bad weather to pay your bill nor do you have to worry about your payment getting lost in the mail. Finally, you don't have to wait in line to pay your bill.

Q. What do I do if I have a question about my bill?

A. Each month you receive the bill marked *Bank Draft*. You have plenty of time to call the

City of Salina Water Customer Accounting Office at 309-5740 to explain your concerns. If we have made a mistake on the billing we can correct the bill before it is sent to the bank and drafted from your account.

Q. Can I use any bank?

A. Yes. We can charge any checking or savings account in the United States.

Q. If I have more than on account, do they all have to be bank drafted?

A. No. You can place selected accounts on bank draft if you wish.

Q. When will the money be taken from my account?

A. The due date marked on the bill that you receive monthly is the date the bill will be charged against your account. If the date falls on a Saturday, Sunday or holiday, your account will be charged the following workday.

Q. What if I move?

A. If you move you will need to call the Water Customer Accounting Office at 309-5740 just as you would if you were

not on automatic bank draft. You will need to give us a date you want your new service to begin and your old service to stop. The automatic bank draft will transfer from one account to another. If you terminate service and move from the city you can leave the account on bank draft as long as you give us a current bank account number.

deposit slip and mail or deliver to the Water Customer Accounting Office who will then make the necessary changes to your account and send the information to your bank. It takes approximately (2) two weeks from the time you apply for bank draft until your account is ready to be paid by automatic bank draft. If you currently owe us a bill you will need to pay it in the usual manner.

Q. What if I want to cancel the automatic bank draft?

A. Anytime you wish to stop the automatic payment you may do so by calling the Salina Water Customer Accounting Office and ask them to remove your account from automatic bank draft.

Q. Why does the City of Salina offer automatic bank drafting?

A. First and foremost, it is convenient for our customers. In addition, bank drafts assure that payments are made in a timely manner. Finally, automatic payments reduce administrative costs, thus helping to keep utility rates low.

Q. Sounds like a good ideal. How do I sign up?

A. You will need to complete the Authorization Form, print the form, attach a voided check or